ACORNSOFT

MICROS IN BUSINESS

A TRAINING PACKAGE TO DEMONSTRATE THE MANY USES OF MICROS IN BUSINESS

1 PERSONNEL

The first program in the series introduces trainees to computerised systems by starting with an area with which they are likely to be most familiar – *Recruitment.* A typist's job is advertised on a viewdata terminal at the local Jobcentre. Applications are received by the employer, who uses a micro to prepare a shortlist and to send candidates word-processed letters. The recruitment process is kept on schedule by means of a status report.

The next program, *Promotion,* demonstrates how databases are created and how easily information can be retrieved from these computerised records. Sensitive information is protected from illegal access by the use of passwords.

Manpower projections, the third program in the series, introduces computer modelling. The computer is used to predict manpower levels over the next three years, taking into account the effects of promotions, resignations, retirements, etc. The data is presented in the form of pie and bar charts.

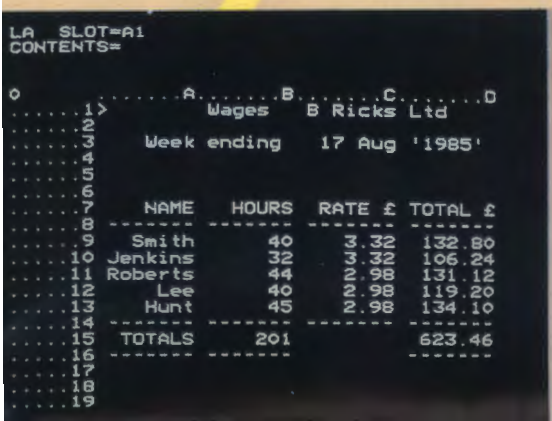
How can a company take account of everybody's holiday preferences, and still be adequately staffed all year round? *Holiday chart* shows how micros can be used to organise a holiday schedule that pleases most of the people, most of the time.

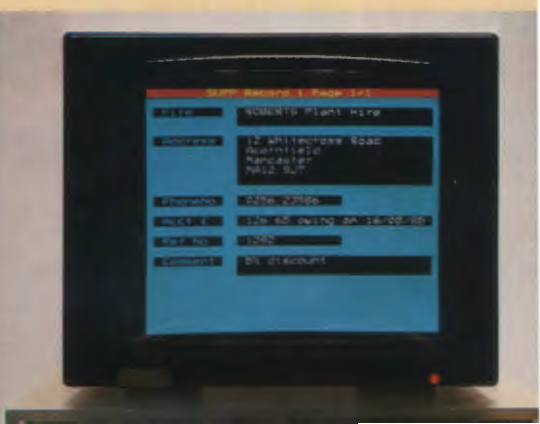
11 SPREAD-SHEET

The use of spreadsheets in business is becoming more and more widespread. They allow calculations to be performed very rapidly, and, more importantly, enable the user to forecast the effects of changes, such as an increase in raw material costs, a slump in the market, or a rise in the price of oil.

Taking a building firm as an example, *Spreadsheet* demonstrates the principles involved in various tasks including: calculating wages due for hours worked at standard and at overtime rates; predicting the effects of an increase in the rates of pay; estimating materials and labour costs and preparing quotations; analysing costs and pinpointing areas of profit or loss.

Based on Acornsoft's powerful and flexible ViewSheet, *Spreadsheet* consists of five demonstrations which introduce and explain the more commonly used spreadsheet facilities, such as recalculation, replication, slot formats, windows, protected rows and columns.





III WORD PROCESSOR

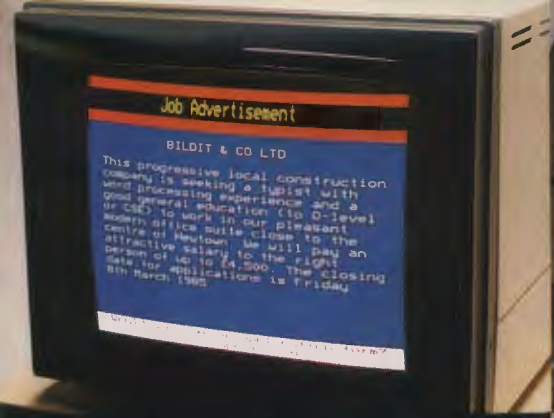
Word processing is a very important part of modern office technology. In this section of *Micros in Business*, a step-by-step introduction shows students how to use a word processor for typing and editing text. Further editing experience is gained on the pre-prepared letters and documents which are included as demonstration exercises.

These demonstrations can be loaded into the word processor from disc and are used to illustrate common word processing facilities such as inserting and deleting characters, words, sentences and whole paragraphs.

Demonstrations also cover combining text and spreadsheet information into a single file; creating margins, headers and footers; tabbing; centring text automatically or ranging it to the left or right; numbering pages automatically; and how to make global replacements and automatic word counts.

Word processing eliminates the need for repetitive typing because the standard part of a letter (called a macro) need be typed only once. The final demonstration deals with macros, modified macros (used for personalised standard letters) and standard layouts for letters.

The word processor program in *Micros in Business* is based on the award winning VIEW word processor.



FJ .....*.....*.....*.....*.<

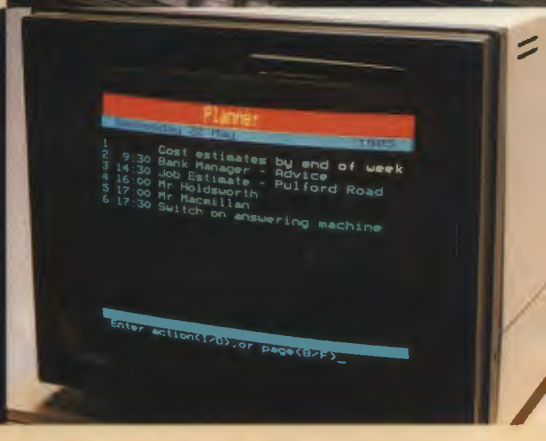
Dear Mr Evans

Thank you for your enquiry, regarding the improvement work to the above property.

My secretary has informed me that the best time for a visit to estimate the cost of the work, would be either the 23rd or the 24th of May.

May I suggest 10.30 on Wednesday morning (23rd)?

If the time and date are inconvenient please could you telephone the office to let me know.



Hardware requirements: BBC Microcomputer Model B, 40 or 80 track single or dual disc drive, monitor/VDU – some programs are in colour.

IV DATABASE

The bigger the business the greater the paperwork and the need for a computerised filing system such as Acornsoft's *Database.*

As well as providing a very useful program this part of *Micros in Business* explains the type of records that a business has to keep; the need to keep them properly organised and up to date; and the advantages of a computerised database over a conventional filing system.

Students can browse through existing *Database* files and prepare their own new files. The program shows how simple it is to search for precise information, such as 'how many customers do we have in Liverpool who regularly buy widgets?' or 'how many customers owe the company in excess of £1000?'. *Database* can also be used to sort records into alphabetical or numerical order and to prepare statistical analyses including the automatic calculation of averages and standard deviations.

Database is the very best type of teaching aid as it can be put to practical use as well. Information about your own suppliers, library books, or collections of any kind can be put into the database and retrieved at will.

V PLANNER

No need to worry about double-booking an appointment or overlooking an important task. *Planner* keeps careful daily records and helps the executive to plan his or her time more efficiently.

By using this electronic diary, students can begin to appreciate the importance of time management and planning ahead. The computer asks for the date and time and then the user is free to browse through the pages, enter appointments and delete cancellations – just like any other diary. But in addition, *Planner* will enter reminders at regular intervals; remember any time that the user designates as unavailable, so appointments for that period will be refused; it will even sound an alarm if an appointment is overdue!

Once details have been entered for individual days, all the appointments and reminders over a given period can be shown on the screen simultaneously, allowing the user to plan the week or month as efficiently as possible.

Unlike conventional diaries which only last for a year, *Planner* can be used again and again until the year 2000.

Every effort is made to ensure that the information given in this leaflet is correct, but we reserve the right to make alterations at any time. No responsibility is accepted for errors or omissions. Price and specification subject to change without notice. All software is sold subject to the condition that hiring, lending, unauthorised copying or resale is strictly prohibited.

Note: British Broadcasting Corporation has been abbreviated to BBC in this publication.

Micros in Business is a selection of programs designed to demonstrate the many ways in which microcomputers can increase office efficiency.

Skilfully guiding complete beginners through word processing, database management, financial modelling and other commercial tasks, the programs give a valuable insight into the way in which an office works. They will be particularly suitable for business studies courses in schools and colleges and for training departments within industry.

Most of the programs are selected or adapted from the Acornsoft business software range.

Micros in Business contains an introductory guide, three floppy discs and instructional booklets for each of five training modules. The clear, step-by-step instructions allow you to choose between teaching small groups simultaneously and leaving individual students to work unsupervised.

Although the programs are designed to run on the BBC Microcomputer Model B, the concepts involved are relevant to microcomputers in general.

APP 43

Optimus Graphic Design, Cambridge